

MEMORANDUM FOR: Director of Central Intelligence

VIA : Executive Secretary, CIA Management  
Committee

FROM : Deputy Director for Management  
and Services

SUBJECT : Revision of Records Management  
Regulation, [ ]

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1. Action Requested: Resolution by the CIA Management Committee of a difference between the Operations Directorate and the Management and Services Directorate over the specific wording proposed for the revision [ ] (copy attached).

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2. Background: The proposed revision of [ ] has been released for coordination. The DD/O objects to the provision of paragraph 1 d. (1) which states that "The Deputy Director for Management and Services is responsible for the direction, scope, and content of the Agency Records Management Program." The position of the Operations Directorate is that this statement makes the Deputy Director for Management and Services responsible for certain aspects of the internal management of Directorates other than his own.

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The question which the Management Committee is asked to resolve is the choice between central direction of Agency-wide programs concerned with certain aspects of resource management, or direction of such programs by operating components with the risk of a lack of common objectives, disciplines, and techniques. We believe that a centralized system with such

common factors can improve the Agency's management resources in the records management field by increasing efficiency in things such as space, equipment, retrieval times, to mention only a few areas.

The concept we hold is the assignment of these records management responsibilities to the Deputy Director for Management and Services. He in turn would issue Agency-wide objectives, guidelines, and plans, and be responsible for ensuring compliance with such issuances.

3. Recommendation: It is recommended that the Management Committee approve the wording of the pending revision

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HAROLD L. BROWNMANN  
Deputy Director  
for  
Management and Services

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

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